

DEPARTMENT OF THE ARMY  
JOINT BASE MYER-HENDERSON HALL  
FORT MYER, VIRGINIA 22211-1199

15 Jan 2016

Directorate of Emergency Services  
INSTALLATION ACCESS CONTROL

FOR THE COMMANDER:

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**History.** This regulation supersedes Fort Myer Military Community (FMMC) Reg 190-16, Commander's Statement Concerning Installation Access Control, dated 17 Dec 07.

**Summary.** This regulation establishes the policy, procedures, and guidelines for access to installations comprising Joint Base Myer-Henderson Hall (JBM-HH): Fort Myer, VA; Henderson Hall, VA; and Fort McNair, DC.

**Applicability.** This regulation applies to all units and activities assigned and or attached to JBM-HH, including partner activities. It applies to all personnel entering JBM-HH installations.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval of the Provost Marshal (IMMH-ES), JBM-HH, 108 Sheridan Avenue, Building 415, Fort Myer, VA 22211-1199.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA form 2028 (Recommended Changes to Publications and Blank Forms) to the Provost Marshal Office, Joint Base Myer-Henderson Hall, 108 Sheridan Avenue, Fort Myer, VA 22211-1199. Questions concerning this regulation should be referred to the Physical Security Division, DES at (703) 696-8887.

**Distribution.** This regulation is available in electronic media at the JBM-HH website:  
<http://www.jbmhh.army.mil/WEB/JBMHH/JBMHH%20Regulations/JBMHHRegulations.html>

**Proponent.** The proponent is the Provost Marshal Office, JBM-HH.

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## **Chapter 1**

### **Introduction**

**1-1. Purpose.** To establish policy and standardize access control requirements for personnel entering JBM-HH; describe requirements for vehicle and personnel screening, vetting, identification documents, passes and general access control procedures.

**1-2. References.** Required and related publications are listed in appendix A.

**1-3. Administrative Control.** The Directorate of Emergency Services (DES)/Provost Marshal Office is responsible for the management and control of installation access.

## **Chapter 2**

### **General**

**2-1. Scope.** To standardize access control requirements for entering JBM-HH relating to vehicle and personnel screening, identification (ID) documents, vehicle registration, long term access control card, and temporary passes in accordance with (IAW) AR 190-13, chapter 8. Nothing in this policy is intended to limit the Commander's authority to further limit access based upon, but not limited to, local security requirements, increased Force Protection Condition (FPCON) levels and emergencies.

**2-2. Authority.** Authority to control access to United States Army (USA) installations varies based on jurisdiction, property rights, and geographic location. Within United States (US) jurisdiction, commanders publish and enforce guidance to protect installation resources IAW Department of Defense (DoD) and USA policy. In addition, DoD Instruction (DoDI) 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB), prohibit individuals from entering military installations within the jurisdiction of the US for a purpose prohibited by law or lawful regulation, or reentering an installation after being ordered not to reenter by any officer in command of the installation.

**2-3. Policy.** IAW Army Regulation 190-13, Army Directive 2014-05 and Headquarters Department of the Army EXORD 033-15, all personnel desiring escorted or unescorted access to Army installations will enter the installation through authorized Access Control Points (ACP) and must be vetted using the National Crime Information Center (NCIC) Interstate Identification Index (III) and The Terrorist Screening Database (TSDB). Security personnel will verify the Identification of all persons entering JBM-HH through the installation's Visitor Control Centers (VCC) and Access Control Points (ACPs) IAW appendix A. The Senior Commander (SC), Joint Base Commander (JBC), or delegate is authorized to grant case-specific exceptions to any and all procedures contained herein.

## **Chapter 3**

### **Access Control Procedures**

#### **3-1. Screening and Vetting**

a. Screening (Identity Proofing). Personnel performing installation access control will verify a person's need to have access to the installation and perform a physical (touch) and visual inspection on all identifications of personnel entering the installation. The inspection will include:

- (1) Visual match of the photograph on the card to the person presenting the ID.
- (2) Verifying authenticity by checking the anti-counterfeit or fraud protection embedded in the credential.
- (3) Authenticating cards using automated means at installations where physical access control systems, such as Automated Installation Entry (AIE), have been fielded.

#### **b. Vetting**

(1) Personnel performing installation access control will conduct a check of NCIC-III and TSDB for individuals entering the installation who do not possess a form of identification or credential listed in paragraph 3-2a (1)-(3). For all other adults entering the installation, unescorted access will not be granted without completing a favorable NCIC-III and TSDB screening.

(2) Identification Requirements. All persons operating a motor vehicle and all persons over the age of 18 must present a valid picture identification card for access to the installation. Valid forms of identification are listed in paragraph 4-2.

(3) Persons under the age of 18 who do not have or possess a valid picture identification card may be vouched for by an adult who has been cleared to enter the installation. Persons under the age of 18 will not have an NCIC-III or TSDB check conducted.

(4) Installation access applicants who have received an unfavorable NCIC-III and TSDB check may be granted escorted installation access IAW paragraph 3-4 on a case by case basis, by a fitness determination official, while pending waiver application status or for one time access occasions. Persons performing escort duty must be those persons authorized escort privileges IAW paragraph 3-4a.

### **3-2. Authorized Unescorted Access**

a. Personnel in lawful possession of a valid form of the following identification or credentials are authorized unescorted access to the installation through an authorized ACP without undergoing the AIE pass application process:

(1) DoD Common Access Card (CAC). Per DoDI 8190.3, the DoD CAC is the standard ID card for Active and Reserve uniformed personnel, DoD Civilian employees, eligible contractors and some designated foreign nationals. The DoD CAC shall be the principal access control card which enables access to buildings, facilities, installations, and some limited controlled spaces.

(2) Department of Defense (DD) Form 2, 2S and DD 1173. The Uniformed Services ID and Privileges Card, (DD Form 2 and DD Form 1173) are issued to military dependents and retirees in the manually prepared paper card form or machine-readable Teslin card format.

(3) United States Government-issued authenticated federal Personal Identification Verification (PIV) Credentials per HSPD-12.

(4) Automated Installation Entry (AIE) visitor pass in the paper or Teslin card format.

(5) Department of the Army (DA) Form 1602 or any Department of the Army issued Gold Star Installation Access pass which includes a NCIC-III verification date of validity within 365 days. (See paragraph 4-4 for further information regarding the unescorted access procedures concerning Gold Star passes and the process for a Gold Star Installation AIE pass.

b. Centralized Operations Police Suite (COPS) visitor passes are accepted at all installation ACPs until the COPS visitor pass has expired. The COPS visitor pass will be accepted at all installation access control points. Contractors who are in possession of COPS passes as their source of installation access credential must submit the required documentation for either an AIE credential or a CAC, to replace their COPS pass, depending on their eligibility category through their Contracting Officer's Technical Representative (CoTR)/Contracting Officer's Representative (COR).

c. Federal, state, and local law enforcement, fire and EMS officials who present credentials with a photo ID/Driver's License (DL), may be granted access to JBM-HH without inspection, excepting Random Access Measures (RAM), FPCON measures. Military Police (MP), Department of the Army Civilian Police (DACP) or members of the Security Forces with questions shall contact the desk sergeant for clarification. All federal, state, or local emergency vehicles responding to an emergency (Mutual Aid Plan) on the installation must notify the Installation police station. If advance notification has not been received, the police desk must verify the response with the appropriate emergency agency prior to granting access.

### **3-3. Trusted Traveler Program**

a. The Trusted Traveler Program is a voluntary program at the direction and discretion of the JBC per Military District of Washington (MDW) Policy Memorandum #20. The TTP allows a uniformed service member, a federal government employee with a valid CAC, a military retiree, and an adult spouse or dependent (with a valid DoD identification credential) to present their identification credential and vouch for passengers in their immediate vehicle, provided the operator possesses a valid DoD affiliated ID card with a Trusted Traveler endorsement token upon full implementation of AIE. Vehicle passengers are still subject to 100% identification, but may not be required to undergo NCIC-III and TSDB vetting.

b. Persons registering for trusted traveler status will register at the VCC.

c. The trusted traveler token and vehicle registration information will be registered into the AIE data base.

d. An electronic approval token is programmed into the authorized TTP sponsor's ID which is read and verified at installation access control points with AIE enabled equipment.

e. Upon full implantation of the AIE system, personnel with trusted traveler enabled tokens must utilize AIE equipped access control points to utilize the TTP.

f. The TTP is not authorized for personnel who have AIE passes, dependents under the age of 18, family care providers, contractors and others as defined per AR 190-13.

g. Trusted travelers cannot vouch for persons who are foreign nationals or who must instead be cleared IAW Chapter 3.

h. Trusted travelers are entirely responsible for persons they vouch for who were not screened and are not authorized unescorted access. Additionally, they are responsible the actions of their passengers and for meeting all local security requirements as established by Army Regulations and the Installation.

i. The TTP procedure is governed and implemented locally and will not be recognized by other installations.

j. A trusted traveler may have their credential revoked at any time.

### **3-4. Escorted Access**

a. DoD personnel over the age of 18 in possession of approved forms of ID per paragraph 3-2 a.(1)-(2) are authorized to escort personnel on post.

b. Personnel being escorted require vetting as established in 3-1 b.

c. The authority or purpose for the escort of personnel on JBM-HH is limited to persons who have a need to access the installation while in the performance of an official duty or as determined, on a case by case basis, by personnel authorized to make fitness determinations delegated by the JBC.

d. Escort personnel are entirely responsible for the actions of persons being escorted and for meeting all local security requirements for escort as established by Army Regulation and the requirement of the JBC.

e. Escorts will ensure guest(s) follow laws, regulations and policies on post. The escort will immediately report violations of their guests to the Provost Marshal's Office.

f. The escort must attend to and maintain 100% positive control and monitoring of the escorted person from the time and point of installation entry until the escorted individual departs the installation.

g. Escorts may be held accountable for the negligent operation of these duties.

## **Chapter 4**

### **Visitor Pass and AIE Card Application Process**

#### **4-1. General**

a. The Visitor Pass and AIE card application process is designed to ensure required screening and vetting are accomplished and that only authorized individuals enter the installation.

b. Persons who apply for a Visitor pass or AIE card must provide required identification listed in paragraph 4-2 and submit a DES Form 190-16a or DES Form 190-16b contained in appendix C and appendix C-1, respectively. Procedures for submission of the DES forms 190-16a and 190-16b are contained in paragraph 4-6.

c. Personnel who submit a DES Form 190-16a or DES form 190-16b must sign and specifically authorize a records release prior to record retrieval.

d. Personnel record screening is a voluntary procedure. Personnel who do not wish to undergo screening checks will not be authorized unescorted installation access.

e. Law Enforcement, Guard Forces and/or Visitor Control Center personnel may request or require, for the purposes of authentication, additional identification, documentation, sponsorship validation or verification of the need for installation access for any individuals requesting JBM-HH admittance or AIE pass issuance.



## **4-2. Identification**

a. One of the following identification must be presented with the Visitor pass and AIE card application:

(1) A DoD-issued card IAW DoDI 1000.13, not including identification listed in paragraph 3-2a (1)-(3), such as but not limited to:

(a) DD Form 2765, Department of Defense/Uniformed Services Identification and privilege card.

(b) DD Form 2764, US DoD/Uniformed Services Civilian Geneva Convention ID. (The DD Form 2764 replaces the DD Form 489, Geneva Convention ID card for Civilians and the DD Form 1934, Geneva Convention ID card for Medical and Religious Personnel, which are no longer issued or accepted IAW DoDI 1000.13.)

(c) No Form Number, DoD Civilian Retiree Identification Card.

(d) No Form Number, National Oceanic and Atmospheric Administration (NOAA) Retired Wage Mariner.

(2) Driver's license or identification card issues by a State or outlying possession or territory of the United States, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

(3) U.S. passport or passport card.

(4) Identification card issued by federal, state, or local government agencies provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

(5) The Transportation Workers Identification Card (TWIC).

(6) School identification card with a photograph.

(7) U.S. Military or Draft record.

(8) Native American tribal document.

(9) Permanent resident card or alien registration receipt Card (Immigration and Naturalization (INS) Form I-551).

(10) Foreign passport with temporary stamp (I-551) or temporary (I-551) printed notation on a machine readable immigrant visa. Canadian citizens do not require I-551 and may only produce their country's passport.

(11) Foreign passport with current arrival-departure record (INS Form I-94) bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer.

(12) Employment authorization document that contains a photograph (INS Form I -766).

(13) In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with INS Form I-94 or INS Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations.

b. Security Badges. JBM-HH will not accept security badges as an identification document. In the National Capital Region (NCR) there are dozens of agency security badges. Security badges are designed for an individual to gain access to a specific building or area, not the JBM-HH installation. With the exception of a photograph and the person's name, these badges/cards lack sufficient data to identify the bearer. Security badges are not linked to a centrally accessible data base which can be cross referenced and verified by law enforcement, nor are they in compliance with Homeland Security Presidential Directive-12 (HSPD-12).

#### **4-3. Sponsorship.**

a. Only DoD ID cardholders, service members, dependent spouses and adult dependents 18 years of age and older are authorized to sponsor guests onto JBM-HH by completing DES Form 190-16a or DES Form 190-16b. Personnel who have been sponsored, vetted utilizing NCIC-III and TSDB, or vouched for utilizing the Trusted Traveler Program (TTP) are not eligible for sponsorship privileges of other persons.

b. All contractors, subcontractors and vendors on the installation, who are not CAC-eligible or who have not received their CAC card, must fully complete the DES form 190-16b at appendix C and return it to their authorized sponsor for validation and further VCC processing.

(1) Contractors, subcontractors, and vendors are not eligible to submit an application for entry without an authorized sponsor.

(2) CoTRs/CORs are the required sponsoring representative for any contractor or sub-contractor personnel.

(3) Authorized agents for vendors to operate on the installation will serve as sponsor for the vendor.

c. All other visitors to the installation will complete the DES Form 190-16b at appendix C-1. Visitors to the installation are strongly encouraged to identify an appropriate sponsor and to process their application through that sponsor. Understanding the unique nature of the JBM-HH as a showcase installation with many authorized activities for visitors (i.e. MWR and Chaplain services) and numerous patrons of unaffiliated partners (i.e. credit unions, post offices) for whom there is no logical or appropriate sponsor, visitors may elect to submit the DES Form 190-16b without a sponsor. Submissions without sponsor input will only be approved for a period of the stated purpose or not to exceed 60 days, whichever is the lesser of the two time periods. Any stated purpose beyond 60 days will require the visitor to re-do enunciated vetting and screening procedures.

(1) Persons possessing DoD-issued cards IAW DoDI 1000.13 are considered Identity proofed; exempting them from the requirement of a sponsor during the AIE application and vetting process, IAW DTM-09-012 and JBM-HH Regulation 190-16 paragraph 4-3c. Personnel possessing DoDI 1000.13 identification documents are authorized AIE passes, after successful vetting, without a sponsor for a duration NTE one year or through the expiration of the DoD ID card presented; whichever is the lesser of the two time periods. The applicant is required to re-do enunciated vetting and screening procedures upon expiration of the AIE pass. Personnel are required to turn-in AIE cards if the DoD ID card they possess is revoked or forfeited and may re-apply for an AIE pass with a non-sponsored AIE application if installation access is still required.

(2) Persons specifically possessing DoD-issued cards IAW DoDI 1000.13 Listed in paragraph 3-2a (1)-(3) are already considered identity proofed and vetted; thereby exempting them from the requirement present for all other DoDI 1000.13 identity card holders.

d. Non-sponsored visitor pass requests may be subject to denial and require a sponsor based on the current FPCON, the reason for installation access or upon suspension of non-sponsorship passes IAW the JBC's directives.

#### **4-4. Gold Star DA Form 1602 and Installation Access Passes**

a. Gold Star Installation Access Passes and DA Form 1602 Identification Cards are provided to Army surviving family members to identify and achieve ease of access to installations for services and support.

b. Army Community Services (ACS), through Survivor Outreach Services (SOS), is the program manager for surviving family members to facilitate applications for a Gold Star Installation Access Pass and providing liaison service with the DES. This will aid the Survivor in completing a DES Form 190-16b installation access application with NCIC-III check. After completion, DES will coordinate with SOS to issue a Gold Star Installation Access Pass to the Survivor. Passes are valid NTE one year IAW applicable access references.

c. JBM-HH will honor DA Form 1602s issued by other Army installation's, in conjunction with driver's licenses or other approved ID, for generating a Gold Star Installation Access Pass for unescorted access but the DA Form 1602 must have a NCIC-III clear dated printed on the form showing a NCIC-III check has been completed within the last 365 days. If the NCIC-III check date is in excess of 365 days a new access application must be submitted and processed prior to the issuance of a JBM-HH unescorted access credential.

d. Survivors who received the Gold Star Installation Access Pass between February 2013 and March 2015 are still authorized, via their DA Form 1602, unescorted access to the installation where the DA Form 1602 was issued. However, an access pass is required if attempting to enter an Army installation other than the installation of issue. If the Survivor wishes to obtain a new DA Form 1602, which lists the NCIC-III clear date, he/she must complete a new NCIC-III/installation access application before a new DA Form 1602 can be issued by SOS. ACS/SOS is the POC for all Gold Star Survivor's for initiating the 1602 process.

#### **4-5. Safeguarding Personal Information**

a. JBM-HH is committed to safeguarding and maintaining personally identifiable information (PII) contained in the access application IAW applicable policy and regulations. To that end, applicants have three methods for submitting applications at this time: via encrypted email between government computers, by hand, or by certified mail. Regular email is sent "in the clear" and therefore is subject to interception by hackers.

##### **Mailing Address:**

Directorate of Emergency Services  
ATTN: Waiver Application PRB  
Joint Base Myer-Henderson Hall  
108 Sheridan Avenue, Bldg #415  
Fort Myer, VA 22211-1199

b. Sponsors and access control personnel with treat and process applications as "for official use only (FOUO)" and only transmit PII IAW all regulatory and policy requirements.

#### **4-6. Initial Application Process**

a. Applicants without sponsorship may hand deliver a completed DES Form 190-16b to the VCC or send applications via certified mail in advance of their intended entry date IAW PII safeguard procedures and recommendations in paragraph 4-5.a.

b. All other applicants may submit either the DES Form 190-16a or DES Form 190-16b to their identified sponsor who will complete the sponsor's portion of the application. In turn, sponsoring personnel may hand deliver or mail by certified letter a completed and approved DES Form 190-16a or DES Form 190-16b to the JBM-HH VCC.

c. All requests should be submitted with as much as advance notice as possible to ensure adequate processing and vetting time. Processing times will vary pending the number of requests in the queue. If practicable, requests should be submitted a minimum of seven business days in advance of intended entry. Requests submitted less than seven business days should be submitted as a short notice request; however, requests annotated as a short notice request does not guarantee processing in time for requested installation access.

d. Personnel submitting requests with known disqualifying criteria per paragraph 4-7.b should allot additional time for processing. This will enable a requestor to submit a waiver for installation access consideration in advance of the requested access date.

#### **4-7. Vetting Procedures**

a. The purpose of vetting is to identify those persons who may pose a threat to good order and discipline on JBM-HH by either denying them unescorted access or placing restrictions on their movement.

b. Security personnel performing the access control mission and conducting a review of NCIC-III, TSDB and any database(s) contained in the signed record release authorization will deny unescorted installation access to any individual that has any of the following derogatory information in databases reviewed:

(1) The individual has a current arrest warrant, regardless of offense or violation.

(2) The individual is currently barred from entry or access to any federal installation or facility.

(3) The individual has been convicted of crimes encompassing sexual assault, armed robbery, rape, child molestation, production of child pornography, trafficking in humans, drug possession with intent to sell, or drug distribution.

(4) The individual has a U.S. conviction of espionage, sabotage, treason, terrorism or murder.

(5) The individual is a registered sex offender.

(6) The individual has been convicted of a felony within the past 10 years regardless of offense or violation.

(7) The individual has been convicted of a felony firearms or explosives violation.

(8) The individual has engaged in acts or activities designed to overthrow the U.S Government by force.

(9) The individual is identified in the TSDB as a known to be or suspected of being a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity. When this capability becomes available to DoD, security personnel will strictly follow the Federal Bureau of Investigation's published engagement protocols.

c. Security personnel performing the access control mission will deny installation access if they are unable to verify the individual's claimed identity based upon a reasonable belief that the individual has submitted fraudulent information concerning his or her identity in an attempt to gain access. Security personnel with questions shall contact the desk sergeant for clarification.

d. The SC or their delegate may add further disqualifying factors that would deny an individual access onto the installation. Those additional disqualifying factors are listed at appendix I, Fitness Determination Evaluation Guide.

#### **4-8. Vetting Results**

a. Once a request has been processed, a VCC representative will contact the applicant and sponsor, if identified, to inform them of approval or denial. Contractors, sub-contractors or vendors will have the designated COR/CoTR notified to inform them of their approval or denial.

b. Approved applicants must report to the VCC, during operating hours and sign the Access card/pass statement at DES Form 190-16c, at appendix D to receive their AIE card or pass.

c. Passes are valid until midnight of the printed pass through date.

d. If the application is denied, the COR, CoTR Sponsor or the applicant, if there is no sponsor, will be contacted by a VCC representative informing them of the request denial and provided information and instruction on requesting a waiver for the denial and how to legally procure required criminal history information. Instructions for the waiver application and application are contained directly after the application, DES Form 190-16e, located in appendix F.

e. Individuals who are granted access through the waiver process and request a subsequent Visitor pass or AIE card, upon expiration, will be approved at the VCC if no additional derogatory information is identified in the subsequent vetting. While this will

significantly expedite their access, personnel are advised that confirmation may contain some delay and should plan accordingly.

f. JBM-HH or their representatives are expressly prohibited from disseminating, in any fashion, the disqualifying criteria which resulted in pass/access denial to the sponsors or applicants for any reason. The only information authorized is that disqualifying criteria was identified.

g. Personnel who are denied JBM-HH access may obtain a copy of the record information utilized to determine access authorization through the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services (CJIS). The U.S. Department of Justice Order 556-73 establishes rules and regulations for the subject of an Identity History Summary Check to obtain a copy of his or her own record for review. Personnel may find information on how to request a copy of their Identity History Summary Check at <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks>. Identity History Summary Check requests **should not be submitted for the purposes of employment.**

h. Personnel may contact VSP at (804) 674-2131 or email questions to [background\\_checks@vsp.virginia.gov](mailto:background_checks@vsp.virginia.gov). Further information on requesting a copy of the Criminal History Records Check utilized for vetting access to JBM-HH may be obtained at [http://www.vsp.state.va.us/CJIS\\_Criminal\\_Record\\_Check.shtm](http://www.vsp.state.va.us/CJIS_Criminal_Record_Check.shtm) in conjunction with the form SP-167, pursuant to §19.2-389 of the Code of Virginia. This will only show arrests and convictions which occurred in the state of Virginia within the last 10 years and may not return all records required to make a fitness determination. All arrests and convictions must be accounted for with notarized or certified documentation from the state or territory where it occurred.

## **Chapter 5**

### **Special Event Pass**

#### **5-1. General**

IAW AR 190-13, Paragraph 8-6, the SC and delegate may designate an event as a special event when vetting is impracticable and regulatory requirements cannot be met.

#### **5-2 Two Categories Of Special Events:**

a. Installation Events. Installation events are large functions (i.e., 4th of July, air shows, Twilight Tattoo, etc.) designated by the SC. When approved and designated, persons without authorized DoD credentials will be directed to specific gate(s) and security measures will be directed and/or conducted prior to entrance onto the installation and/or while on the installation. All non-DoD personnel 18 years and above are required to present a valid state photo or other authorized ID for these events. Vehicles are subject to a 100% inspection before being allowed access to the installation.

b. **Hosted Events.** Hosted events are small functions on the installation. These events may be official (i.e., interagency meetings, government and community leader visits, etc.) or purely private social functions (i.e., weddings, proms, promotion ceremonies, retirements, family reunions, birthdays, personal or residential gatherings, etc.). The DoD sponsors have the option to submit a special event access request for persons who will be in attendance and who do not possess DoD credentials. Such persons will be directed to specific gate(s) where security measures will be directed and/or conducted prior to entrance onto the installation and/or while on the installation. All non-DoD personnel 18 years and above are required to present a valid state photo or other authorized ID for these events. Vehicles are subject to a 100% inspection before being allowed access to the installation unless otherwise directed by the Directorate of Plans, Training, Mobilization and Security (DPTMS).

### **5-3. Hosted Special Events Requests.**

a. To host a non-military group from off base, the DoD sponsor must contact DPTMS at 703-696-3190 for a Joint Base Myer-Henderson Hall Installation Support Request Form, JBM-HH Form 7. See appendix G. After DPTMS request confirmation or approval is received, the host/sponsor will provide the guest list with all required information to DPTMS using the JBM-HH Form 190-16f, located at appendix H. Incomplete guest lists or lists without all required information present may result in delays or denials. Additional guest information may be requested and required by DPTMS prior to final approval or admittance. Within Mission constraints, the request should be made 14 duty days in advance but no later than 10 duty days prior to the event.

b. The request, located at appendix G, must contain, at a minimum, the following information: Description of event, time/duration of event, location of event, approximate number of non-DoD attendees and the sponsor/host organization, military sponsorship, Point of Contact (POC) information and the date of request.

c. Seventy-Two (72) hours in advance of the event, the host/sponsor must submit appendix H via a .mil or other authorized government e-mail, and must digitally sign and encrypt the email for the protection of the visitors' information, absent military exigencies approved by the DPTMS.

d. Once the approved event list has been provided to the DPTMS, they will authorize/select an ACP for a specified period of time for the verification of guests on the day of the event. DPTMS will provide the host/sponsor with the appropriate pass or documentation to facilitate guest entry IAW the approved event guidelines. Guests arriving outside the specified period of time will proceed to the VCC for normal access pass issuance and screening IAW paragraph 3-1a.



e. All guests have the option to obtain an unescorted visitors pass. This can be accomplished by going to the VCC and processing in person, in advance of the event date utilizing DES Form 190-16b.

f. Special Event requests are subject to denial or cancelation based on the Commander's authority to further limit access based upon, but not limited to, local security requirements, increased FPCON levels and emergencies.

## **Chapter 6**

### **Additional Access Control Procedures.**

#### **6-1 General**

All entry to the installation is subject to modified installation access procedures pending an increase in RAM, FPCON or any additional security requirements or measures as directed by the SC or JBC.

a. AIE pass holders may be restricted to designated access control points and/or limited date and time restrictions based on access needs, requirements of the individual or JBM-HH.

b. AIE pass holders may have their installation access permanently or temporarily suspended or revoked if the AIE pass is used for entering JBM-HH for unauthorized activities, or for a purpose contradictory to the need for installation access stated on the DES Form 190-16a or 190-16b application.

#### **6-2 Special Categories**

a. Privately owned vehicles.

(1) All motor vehicle operators must maintain and be prepared to present a valid DL, vehicle registration, proof of insurance and a valid state inspection sticker (state dependent).

(2) Access control guards will conduct random checks for these documents.

b. Commercial/School Bus Drivers.

(1) Drivers must present employer (i.e., county/school district) specific photo ID card with state DL when applying for an AIE card or pass at a VCC.

(2) Access control guards will conduct random walk-through of buses and conduct random spot checks of bus occupants and/or student IDs.

c. Commercial/Delivery Vehicles (i.e., 15 passenger vans, not for personnel transport, e.g. Federal Express (FedEx), United Parcel Service (UPS), U-Haul, tractor trailer, taxis, food delivery, flower delivery etc):

(1) Will be directed to Hatfield Gate Access Control Point at the 2<sup>nd</sup> Street/Route 27 entrance, or the P/2<sup>nd</sup> Street Gate at Fort McNair, to process for a visitor pass. Commercial delivery vehicles will only be accepted and processed at these gates.

(2) Drivers must apply for an AIE card or visitor pass at the VCC. Drivers must possess a valid state issued DL (with the commercial vehicle endorsement present as required), state vehicle registration and proof of insurance and present them to access control personnel.

(3) All commercial/delivery vehicles or enterprises of any type are required 100% vehicle inspection whenever entering the installation; even if an AIE or visitor pass is issued. Commercial/delivery vehicles will only be accepted at the Hatfield Gate access control point at the 2<sup>nd</sup> Street/Route 27 entrance on Fort Myer/Henderson Hall proper, or the P/2<sup>nd</sup> Street Gate at Fort McNair proper for vehicle inspection. Maximum utilization of available military working dog teams and explosive detection equipment will be implemented.

(4) Drivers must possess a bill of lading for deliveries containing an address on the installation and present it to access control personnel.

(5) Access control guards will randomly verify residential and business deliveries by calling the customer (vendor must provide contact information via the bill of lading or other authorized documentation). Deliveries must have an on-post destination.

(6) Government or Non-Appropriated Funds contracted commercial/delivery personnel entering the installation in order to fulfil a contract must have sponsorship from the COR/CoTR IAW paragraph 4-3 b., or be escorted by authorized personnel IAW 3-4. Contracted personnel who have not received sponsorship by the COR/CoTR will not be granted escorted access to the installation unless identity proofing, vetting and sponsorship has occurred.

d. Food Deliveries/Vendors (fast food deliveries, etc.).

(1) Food delivery/food vendors must apply for a visitor pass at the ACP or VCC for installation entry. Drivers must possess a valid state issued DL, state vehicle registration, proof of insurance and present them to access control/VCC personnel.

(2) Food delivery or food vendors, of any type, are required 100% vehicle inspection whenever entering the installation; even if a visitor or AIE pass is issued. Food vendors or delivery vehicles will only be accepted at the Hatfield Gate access

control point at the 2<sup>nd</sup> Street/Route 27 entrance on Fort Myer/Henderson Hall proper, or the P/2<sup>nd</sup> Street Gate at Fort McNair proper for vehicle inspection. Maximum utilization of available military working dog teams and explosive detection equipment will be implemented.

(3) Access control guards will randomly verify food deliveries by calling the customer (vendor must provide contact information). Deliveries must have an on-post destination.

e. Taxi Drivers.

(1) Taxi drivers must apply for a visitor pass at the ACP or VCC. Drivers must possess a valid state issued DL, valid taxicab operator's "hack" license, state vehicle registration, and proof of insurance and present them to access control or VCC personnel.

(2) All taxies or commercial transport of persons of any type, including companies such as Uber, are required 100% vehicle inspection whenever entering the installation; even if a visitor or AIE pass is issued. Taxi or commercial transport vehicles will only be accepted at the Hatfield Gate access control point at the 2<sup>nd</sup> Street/Route 27 entrance on Fort Myer/Henderson Hall proper, or the P/2<sup>nd</sup> Street Gate at Fort McNair proper for vehicle inspection. Maximum utilization of available military working dog teams and explosive detection equipment will be implemented.

(3) Taxi drivers who are DoD affiliated (active duty, retiree or dependent etc.) will not be granted Trusted Traveler status for use in commercial transportation, even if their passenger is a DoD affiliated ID cardholder. Trusted Traveler Status is reserved for authorized personnel not in the commission of commercial activities or ventures which do not have a valid DoD affiliation.

(4) Passengers of taxi drivers possessing an authorized DoD ID card may not utilize a Trusted Traveler endorsement for taxis or any other commercial access purpose.

f. Tow Trucks.

(1) Tow truck drivers must apply for a visitor pass at the VCC. Drivers must possess a valid state issued DL with the appropriate state/territory commercial endorsements (as applicable), valid tow truck operational documentation according to the state/territory where the tow truck is registered, state/territory vehicle registration and proof of insurance. Documentation must be presented to access control personnel upon each entry to the installation. Drivers must also have a valid and vetted reason for conducting tow operations on the installation.

(a) Virginia (VA) registered tow trucks. Drivers will show/display a Tow Truck Tag, which will either be a "Tow Truck", "Tow Truck Permanent" or "Apportioned" VA

state tag, in order to be utilized for towing vehicles for any type of compensation (compensation includes towing vehicles for automobile repair, transportation as well as repossession purposes). If the Tow Truck doesn't have any of the three types of plates described, it is a Tow Truck which is not authorized for usage by the State of VA for anything other than private use.

(b) Maryland (MD) registered tow trucks. Drivers will provide a Collection Agency license from the Office of Commissioner of Financial Regulation (if the vehicle is operating in a repossession capacity) or a Maryland Transportation Authority Permit (for transportation of vehicles in a non-repossession capacity) and a Tow Truck tag which will have the letters "TT" or "TE" in the alphanumeric characters on the MD state tag.

(c) District of Columbia (DC) Tow Trucks. Drivers will provide proof of Repossession License (if the vehicle is operating in that capacity) or a Tow Truck Basic Business License (if operating in a non-repossession capacity). Tow truck tags will start with the letter "C" followed by four alphanumeric characters on the DC tag.

(2) Vehicles being towed for maintenance reasons will be verified telephonically or in person with the person(s) requesting the tow.

g. Repossessions.

(1) Creditors, or their agents, requesting access to JBM-HH to recover property based on default of a contract or legal agreement are required to process at a VCC or Police Desk and receive a pass. Repossession agencies must coordinate each activity through the Provost Marshal Office (PMO). The Police Desk will provide an escort after the proposed action has received a legal review by the Installation Staff Judge Advocate (SJA).

(2) The creditor or their agent must present the following documentation to the PMO:

(a) Copy of title, contract or legal agreement authorizing repossession activity must be presented.

(b) Evidence that the debtor is in default of the contract or legal agreement.

(c) Evidence they are working for the creditor.

(3) ACP/VCC personnel will notify the Police Desk Sergeant of any creditor/agent being processed for a pass or entry on the installation.

(4) ACP/VCC personnel will inform creditor/agents to report to the Provost Marshal's Office and provide the documentation to the Police Desk Sergeant. The Police Desk Sergeant will have a police patrol escort the creditor/agent to their location

for their business. Creditor/agents are prohibited from attempting to repossess a vehicle without first reporting to the Police Desk.

h. Media.

(1) Non-DoD affiliated media personnel will be escorted at all times by a Public Affairs Office (PAO) representative.

(2) The PAO escort must adhere to all requirements enunciated in paragraph 3-4; as an escorted person, no vetting procedures are required.

(3) Non-DoD Media vehicles will be inspected prior to entry to the installation.

(4) At no time will non-DoD affiliated media be authorized unescorted access onto JBM-HH, or to photograph, televise or report from JBM-HH property without a PAO representative.

(5) Any non-DoD affiliated media who attempt to enter JBM-HH without required escort will be denied access and reported immediately to the DES police desk for guidance. Access may be granted after verification and a PAO escort is present.

i. Foreign Nationals

(1) Official foreign visitors (e.g. Foreign Liaison Officer, Foreign Exchange personnel, and Cooperative Program Personnel) are subject to the provisions of AR 380-10.

(a) The Foreign Visit System-Confirmation Module will be used, by authorized persons, to confirm that a proposed official visit to JBM-HH by a Foreign Government representative has been approved through the foreign visits system, and to record the arrival of such visitors.

(b) IAW AR 190-13, paragraph 8-5.d., official foreign visitors will be escorted.

(c) DPTMS will notify DES when official foreign visitors are scheduled to access the installation to ensure proper advisement to the ACPs. If notification has not been received the security forces or VCC personnel will contact the desk sergeant for guidance.

(2) Foreign national visitors, not on military orders or official visits, must apply for a visitor pass at the VCC. The VCC will collect full data on foreign national visitors who are not on military orders. Copies of the passport and the accompanying I-94 or I-94W, or I-551 for Permanent Resident Aliens, military ID, orders, and any other pertinent documentation presented will be photocopied and attached to the pass request when processing at the VCC.

(3) Military personnel of foreign governments on orders for duty in the United States, who have not been issued a CAC yet, are required to present their military ID card, their orders and a DES Form 190-16b to the VCC registrar for a temporary pass for 60 days, or they may submit an approved DES Form 190-16b for an AIE card for the length of their assignment, NTE one year. A photocopy of the orders and military ID will be attached to the application. If a CAC is issued after the issuance of an AIE pass; the AIE pass must be surrendered back to the JBM-HH VCC office.

j. Persons with an Outstanding Warrant.

(1) The Police Desk will be notified of any person listed as having an outstanding warrant when an applicant for installation entry is undergoing vetting IAW paragraph 3-1b or when flagged by the AIE system.

(2) Access will be denied unless the Police Desk has contacted the jurisdiction issuing the warrant and verified the warrant is no longer valid. (Note: The report that there is no warrant in NCIC-III is not sufficient).

(3) If the warrant is valid with extradition, the applicant will be detained until such time as the requesting agency and JBM-HH can arrange transportation for the wanted person(s).

(4) If the Police Desk is unable to verify that the warrant has been cleared, then the subject is to be informed of the following: "Our records show an outstanding warrant from (enter appropriate jurisdiction e.g.: Fairfax, Prince William, etc.) and you will be denied access until the warrant has been cleared." VCC personnel will NOT relay the source of the information to the visitor (e.g. visitors will not be told the information comes from the Bars and Suspension List or from NCIC-III screening) or what offense(s) the warrant(s) were issued for. Subjects are not authorized to view the information under any circumstances.

(5) Personnel with unverified warrants will be informed to contact the appropriate jurisdiction's court or law enforcement division for further information.

(6) If a valid and verified warrant is returned with "no extradition required", the applicant will be denied entry and given a waiver packet.

### **6-3 Personal Security Details**

All personal security details requesting special access will submit requests IAW JBM-HH Policy Memorandum for Installation Access Control for Protective Service Operations (FOUO – LE).

## **Chapter 7**

### **Debarment**

#### **7-1 General**

a. Commanders have inherent authority to act to avert dangers to morale, welfare, and discipline on the installation. This authority includes authority to enforce the removal of or deny access to person's who threaten order, security, or discipline of the installation. Under this authority, the JBC has the authority to issue a bar letter to any civilian upon finding credible evidence that the person has acted in a manner that threatens order, security or discipline on the installation.

b. A Commander's decision to debar must be based upon investigative evidence, documented facts, and written coordination of the servicing Staff Judge Advocate's (SJA's) office or legal representative when deciding if an incident is serious enough to warrant a debarment.

c. Anyone debarred from JBM-HH may petition the JBC, or their representative, for partial or limited privileges.

d. Actions against civilian employees will be coordinated through the servicing personnel office, and such action will be made a part of their official file.

e. Actions to debar contractors from access to JBM-HH will be coordinated with the local contracting office.

f. Under certain circumstances, limited debarments may be imposed on person(s) who would otherwise receive debarment from the installation, i.e. persons still requiring access to their place of duty.

#### **7-2 Access Control Procedure for Persons Debarred.**

a. ACP and VCC personnel will use AIE or a local debarment roster to ensure unauthorized persons are denied access, and if applicable, charged with trespassing when entry is illegally gained.

b. Debarment information will be entered into the JBM-HH access control system which has the capability to display debarment status for entered or registered persons.

(1) VCC, access control personnel and law enforcement will maintain a list of persons debarred from JBM-HH. All lists are For Official Use Only (FOUO).

(2) Local procedures will be used to update bar lists. Lists will not be released to the public and will be secured in areas that cannot be viewed by unauthorized persons.

(3) Debarment lists may be combined and maintained in the same manner as lists used for tracking and documenting persons denied on-base driving, restricted access, or other privileges.

## **Chapter 8**

### **Privately Owned Weapons (POW).**

The transportation, storage and registration of POWs will comply with AR 190-11 and JBM-HH Policy Memorandum ES-3, Registration and Control of Privately Owned Weapons.



## **Appendix A References**

### **Section I Required Publications**

**AD 2011-08**, Army Implementation of Homeland Security Presidential Directive-12, 26 May 2011

**AD 2014-05**, Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors, 7 March 2014

**AR 190-5**, Motor Vehicle Traffic Supervision, 22 May 2006

**AR 190-13**, The Army Physical Security Program, 25 February 2011

**AR 190-14**, Carrying of Firearms and Use of Force for Law Enforcement and Security Duties, 12 March 1993

**AR 190-16**, Physical Security, 31 May 1991

**AR 190-56**, The Army Civilian Police and Security Guard Program, 15 March 2013

**AR 380-10**, Foreign Disclosure and Contacts With Foreign Representatives, 4 December 2013

**AR 525-13**, Antiterrorism, 11 September 2008

**AR 600-8-14**, ID Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, 17 June 2009

**DoD 5200.8-R**, Physical Security Program, Incorporating Change 1, 27 April 2009

**DoDI 1000.13**, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals, 23 September 2014

**DoDI 2000.12**, DoD Antiterrorism (AT) Program, 1 March 2012, Incorporating Change 1, 9 September 2013

**DoD Directive-Type Memorandum (DTM) 09-012**, Interim Guidance for DoD Physical Access Control, 8 December 2009, Incorporating Change 4, 22 April 2014

**HQDA EXORD 033-15**, Installation Access (Directed Actions), 7 November 14

**IMCOM OPORD 13-084**, Unescorted Installation Access Control for Gold Star Family Members, FRAGO 01, IMCOM Installations, 200030Z MAR 15

**IMCOM OPORD 15-031**, Implement Access Control Procedures at IMCOM Installations, 211313 NOV 14

**Homeland Security Presidential Directive-12**, Policy for Common Identification Standards for Federal Employees and Contractors, 27 August 2004

**JBM-HH Policy Memorandum ES-3**, Registration and Control of Privately Owned Weapons, 5 September 2013

**JBM-HH Regulation 190-15**, Directorate of Emergency Services Uniform Traffic Policy, 16 July 2010

**Military District of Washington**, Policy Letter – Trusted Traveler Program (TTP), Policy – Memorandum #20, 12 February 2015

**Secretary of the Army Memorandum**, Uncleared Contractor Common Access Card Credentialing and Installation Access, 31 October 2013

Applicable Federal and State Laws

## **Appendix B**

### **Acronym Definitions**

**AAFES:** Army and Air Force Exchange Service  
**ACP:** Access Control Point  
**ACS:** Army Community Service  
**AD:** Army Directive  
**AF:** Air Force (United States Air Force)  
**AIE:** Automated Installation Entry  
**ALERTS:** Army Law Enforcement Reporting and Tracking System  
**AR:** Army Regulation  
**CAC:** Common Access Card  
**CDC:** Child Development Center  
**CDR:** Commander  
**CIV:** Civilian  
**COPS:** Centralized Operations Police Suite  
**COR:** Contracting Officer's Representative  
**COTR:** Contracting Officer's Technical Representative  
**DA:** Department of the Army  
**DACP:** Department of the Army Civilian Police  
**DASG:** Department of the Army Security Guard  
**DC:** District of Columbia  
**DD:** Department of Defense  
**DES:** Directorate of Emergency Services  
**DFWMR:** Directorate of Family and Morale, Welfare and Recreation  
**DHR:** Directorate of Human Resources  
**DL:** Driver's License  
**DoD:** Department of Defense  
**DoDI:** Department of Defense Instruction  
**DPTMS:** Directorate of Plans, Training, Mobilization and Security  
**ENCLS:** Enclosures  
**FBI:** Federal Bureau of Investigation  
**FCP:** Family Care Provider  
**FedEx:** Federal Express  
**FN:** Foreign National  
**FPCON:** Force Protection Conditions  
**GC:** Garrison Commander  
**GOV:** Government  
**HSPD:** Homeland Security Presidential Directive  
**HQDA:** Headquarters Department of the Army  
**IAW:** In Accordance With  
**IC:** Installation Commander  
**ID:** Identification  
**IMCOM:** Installation Management Command  
**INS:** Immigration and Naturalization Service  
**JBC:** Joint Base Commander

**JBM-HH:** Joint Base Myer-Henderson Hall  
**MD:** Maryland  
**MDW:** Military District of Washington  
**MEVA:** Mission Essential and Vulnerable Areas  
**M.I.:** Middle Initial  
**MIL:** Military (acronym form – mil – is utilized when it is part of an e-mail address unless otherwise noted)  
**MOA:** Memorandum of Agreement  
**MOU:** Memorandum of Understanding  
**MP:** Military Police  
**NCIC-III:** National Crime Information Center - Interstate Identification Index  
**NCR:** National Capital Region  
**NLT:** Not Later Than  
**NOAA:** National Oceanic and Atmospheric Administration  
**NTE:** Not to Exceed  
**PAO:** Public Affairs Office/Officer  
**PMO:** Provost Marshal's Office  
**POC:** Point of Contact  
**POV:** Privately Owned Vehicle  
**POW:** Privately Owned Weapon  
**PRB:** Personnel Review Board  
**PS:** Physical Security  
**PSRB:** Physical Security Review Board  
**RAM:** Random Antiterrorism Measures  
**SC:** Senior Commander  
**SECARMY:** Secretary of the Army  
**SE:** Special Event  
**SEP:** Special Event Pass  
**SJA:** Staff Judge Advocate  
**SMC:** Senior Mission Commander  
**SOS:** Survivor Outreach Services  
**TSDB:** Terrorist Screening Data Base  
**TTP:** Trusted Traveler Program  
**UPS:** United Parcel Service  
**US:** United States  
**USA:** United States Army  
**USPS:** United States Postal Service  
**USSS:** United States Secret Service  
**VA:** Virginia  
**VCC:** Visitor Control Center  
**VCIN:** Virginia Crime Information Network  
**VIP:** Very Important Person(s)  
**VSP:** Virginia State Police  
**WALES:** Washington (DC) Area Law Enforcement System

## Appendix C. Application for JBM-HH Installation Access Control Pass (Contractor)

### REQUEST FOR A JOINT BASE MYER-HENDERSON HALL INSTALLATION ACCESS CONTROL PASS – CONTRACTOR

*For use of this form, see JBM-HH Reg 190-16; Proponent is Director of Emergency Services*

**PRIVACY ACT ADVISEMENT:** The information requested is for the purpose of granting access to the Joint Base Myer-Henderson Hall (JBM-HH) Installation. Providing requested information, to include your social security number (SSN), is voluntary. However, your access may not be granted if all requested information is not provided. **AUTHORITIES:** Executive Orders (EO) 10450, 10865, and 12333. The SSN, required for record accuracy, is requested pursuant to 10 U.S.C. 3013, Secretary of the Army; AR 190-13, The Army Physical Security Program; EO 9397 (SSN).

**PRINCIPAL PURPOSE(S):** The information collected on this form is used to screen and identify access applicants to JBM-HH who may have criminal histories or involvements which preclude installation access. Completed forms are used to conduct background records checks for determinations of the eligibility of applicants for access to JBM-HH. Completed forms are covered by official SORNs.

**DISCLOSURE:** Voluntary. However, failure of the applicant to complete any of the applicant required sections may result in refusal of access to JBM-HH. An applicant's SSN is used to conduct law enforcement record checks and Government data base queries. All information is "For Official Use Only" and will only be released to the JBM-HH Police Department or other authorized agency personnel for the purposes of determining access eligibility and/or enforcing Federal, state, local law or regulations. Information retrieved from law enforcement record checks and Government data base queries will not be disclosed to the applicant IAW National Crime Information Center and Interstate Identification Index laws, user agreements, Army Directive 2014-05 and official guidance.

#### SECTION I - CONTRACTOR APPLICANT INFORMATION

<b>1. Name (last, first, middle initial):</b>		<b>2. Social Security Number:</b>	
<b>3. DOB (dd/mmm/yr):</b>	<b>4. Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>5. Race:</b>	<b>6. Driver's License or State ID #:</b>
			<b>6a: Issuing State or Territory:</b>
<b>7a. Personal Home Phone:</b>		<b>7b. Personal Cell Phone:</b>	<b>7c. Personal Email:</b>
<b>8. Are you a U.S. Citizen?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you are a U.S. Citizen please skip questions (a) through (e).</i>			
<b>8a.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you have a Visa, Foreign Passport or Official Military Orders allowing travel, work, or residency in the United States?</b> Please indicate what documentation you have and the corresponding alphanumeric number:	
<b>8b.</b>	<input type="checkbox"/> Work Authorization Card (AKA Employment Authorization Card) – Form I-766 <input type="checkbox"/> Permanent Resident Card (AKA Green Card) – Form I-551  List the alphanumeric identifier for your work authorization document:		
<b>8c.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you have a Foreign National Number (FNN)?</b> If yes, list your FNN:	
<b>8d.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you have an Alien Registration Number (ARN)?</b> If yes, list your ARN:	
<b>8e.</b>	If you are a non-U.S. citizen, you must provide all relevant documentation for verification. The Visitor Control Center (VCC) is required to make and retain photocopies of all documentation which allows you to work, reside or visit the United States for the purpose of installation access.		

#### SECTION II – CONTRACTOR INFORMATION

<b>9. Contractor Company Name:</b>		<b>10. Company Phone Number:</b>
<b>11. Contractor Company Address:</b>		
<b>12. Contractor Company Point of Contact:</b>		<b>13. Contract Number:</b>

**SECTION III - AUTHORIZATION FOR CRIMINAL RECORDS RELEASE:**

The data retrieved for installation access vetting is "FOR OFFICIAL USE ONLY" and will be maintained and used in strict confidence in accordance with Federal, state, local laws and regulations. Personnel record screening, utilizing the National Crime Information Center and Interstate Identification Index (NCIC-III), the Virginia Criminal Information Network (VCIN), the Washington Area Law Enforcement System (WALES), the Terrorist Screening Data Base (TSDB), Centralized Police Operations Suite (COPS), Army Law Enforcement Reporting and Tracking System (ALERTS) and Installation Debarment Lists, is a voluntary process. Applicants requesting JBM-HH access are not required to submit to personnel record screening; however person(s) who elect not to authorize the personnel record screening and vetting process will not be granted access to JBM-HH whether escorted or unescorted.

By signing below the applicant asserts the following:

-I certify that, to the best of my knowledge and belief, all of the information on and attached to this Request for Joint Base Myer-Henderson Hall Installation Access Control Pass request, including any attached application materials, is true, correct, complete, and made in good faith.

-I understand that a false or fraudulent answer to any question or item on any part of this application or its attachments may be grounds for the denial of installation access.

-I understand that any information I give may be verified and/or examined for the purpose of determining eligibility for JBM-HH installation access and/or the execution of Federal, state, local laws and regulations.

-I consent to the release of information about my criminal history from law enforcement or criminal justice agencies, law enforcement state or Federal data bases, criminal history record information, Federal installations or properties and other authorized employees or representatives of the Federal Government.

**-I understand that my consent is voluntary and I may refuse to give my consent.**

-I understand I have the right to refuse authorized representatives of JBM-HH to obtain my criminal history.

-I understand that derogatory results of any such inquiries may result in the denial of installation access and/or the execution of any outstanding legal service or warrant from information obtained through authoritative law enforcement data bases.

-I understand that information released by records custodians and sources of information is for the official use by the Federal Government only for the purposes provided in this form, and may be redisclosed by the Government only as authorized by law. Copies of this authorization that show my signature are as valid as the original release signed by me.

-I assert I understand all of the information stated herein and have requested clarification or explanation of any terms, concepts or procedures which were unclear to me.

-I **hereby consent** to have my name and provided identifying information vetted utilizing any or all of the following systems: NCIC-III, VCIN, WALES, the TSDB, ALERTS and COPS.

**14a. Applicant's Printed Name**  
(last, first, middle initial):

**14b. Applicant's Signature:**

**14c. Date (month, day, year):**

**SECTION IV – ADDITIONAL CONTRACTOR INFORMATION**

**15. APPLICANT CATEGORY:** *Please place a check beside the description which best describes your contractor category.*

- ☐ CAC eligible Contractor  
☐ Non-CAC eligible Contractor

**16. REQUESTED DURATION OF ACCESS** *(not to exceed one year) (Requested Date(s)/Time(s) of Visit):*

**17. CONTRACT DATES AND WORK TO BE PERFORMED:**

**SECTION V – SPONSOR INFORMATION**

**18. Name** *(last, first, middle initial):*

**19. Grade/rank:**

**20. Gender:**

- ☐ Male  
☐ Female

**21. Organization/Unit:**

**22. Contact Information:**

**22a. Work Phone:**

**22b. Government Email:**

**23. Are you the COR or CoTR?**

☐ Yes ☐ No

**24. If you are not the COR or CoTR, list the name, telephone number and email of the COR or CoTR:**

**Name:**

**Phone:**

**Email:**

**SECTION VI – SPONSOR'S CERTIFICATION**

I certify that the applicant meets the justification requirements as indicated in JBM-HH Regulation 190-16, Access Control Policy, for access privileges. Furthermore, I certify that the applicant requires a Visitor Pass as indicated above in order to perform assigned duties, conduct official business or has a valid purpose for JBM-HH access.

**25a. Sponsor's Printed Name/Rank/Telephone Number**  
*(invalid if incomplete):*

**25b. Sponsor's Signature** *(invalid if incomplete):*

**SECTIONS BELOW ARE FOR USE BY THE INSTALLATION ACCESS CONTROL OFFICE ONLY**

**SECTION VII – BACKGROUND CHECK VERIFICATION**

**26. Background Check Verification:**

26a. NCIC-III Check: ☐ NCIC-III ☐ VCIN ☐ WALES

Result: ☐ Derogatory Information Found ☐ No Derogatory Information Found ☐ No Record Match

26b. TSDB Check: ☐ No Derogatory Information Found ☐ Derogatory Information Found ☐ N/A

26c. COPS Check: ☐ No Derogatory Information Found ☐ Derogatory Information Found ☐ N/A

26d. ALERTS Check: ☐ No Derogatory Information Found ☐ Derogatory Information Found ☐ N/A

**27. Checks conducted by:**

27a. Printed Name (*last, first, middle initial*):

27b. Signature:

27c. Date (*dd/mm/yr*):

**SECTION VIII – WAIVER PACKET**

28. Does a waiver packet need to be provided to the applicant? ☐ Yes ☐ No

28a. If yes, was a waiver packet provided to the applicant? ☐ Yes ☐ No

28b. How was the waiver packet delivered to the applicant?

- ☐ In person
- ☐ Via email to the sponsor
- ☐ Other:
- ☐ NA

28c. If a waiver packet was not provided to the applicant or sponsor, please explain why:

**29. Official Conducting Section VIII:**

29a. Printed Name (*last, first, middle initial*):

29b. Signature:

29c. Date (*dd/mm/yr*):

## SECTION IX – PASS INFORMATION

### 30. Type Of Pass Issued:

- ☐ 24 Hour Visitor Pass  
☐ 30 Day Visitor Pass  
☐ 6 Month Visitor Card  
☐ 1 Year Visitor Card  
☐ Other – Please explain type of pass issued and length:

### 31. Pass Issuance/Validity Date Range:

32. Issuing Official Action: ☐ Approved ☐ Disapproved

### 33. Issuing Official:

33a. Printed Name (*last, first, middle initial*):

33b. Signature:

33c. Date  
(*dd/mmm/yr*):

## SECTION X – ADDITIONAL INFORMATION

### 34. Additional Notes (If Required):

35. Disposition: This information will be retained and kept on file for two years.

36. Applicants may receive a copy of this form for personal records retention up to Section VII, or the entire form when Section VII and below have not been completed.



## Appendix C-1. Application for JBM-HH Installation Access Control Pass (Visitor)

### REQUEST FOR A JOINT BASE MYER-HENDERSON HALL

### INSTALLATION ACCESS CONTROL PASS – VISITORS

*For use of this form, see JBM-HH Reg 190-16; Proponent is Director of Emergency Services*

**PRIVACY ACT ADVISEMENT:** The information requested is for the purpose of granting access to the Joint Base Myer-Henderson Hall (JBM-HH) Installation. Providing requested information, to include your social security number (SSN), is voluntary. However, your access may not be granted if all requested information is not provided. **AUTHORITIES:** Executive Orders (EO) 10450, 10865, and 12333. The SSN, required for record accuracy, is requested pursuant to 10 U.S.C. 3013, Secretary of the Army; AR 190-13, The Army Physical Security Program, and EO 9397.

**PRINCIPAL PURPOSE(S):** The information collected on this form is used to screen and identify access applicants to JBM-HH who may have criminal histories or involvements which preclude installation access. Completed forms are used to conduct background records checks for determinations of the eligibility of applicants for access to JBM-HH. Completed forms are covered by official SORNs.

**DISCLOSURE:** Voluntary. However, failure of the applicant to complete any of the applicant required sections may result in refusal of access to JBM-HH. An applicant's SSN is used to conduct law enforcement record checks and Government data base queries. All information is "For Official Use Only" and will only be released to the JBM-HH Police Department or other authorized agency personnel for the purposes of determining access eligibility and/or enforcing Federal, state, local law or regulations. Information retrieved from law enforcement record checks and Government data base queries will not be disclosed to the applicant IAW National Crime Information Center and Interstate Identification Index laws, user agreements, Army Directive 2014-05 and official guidance.

### SECTION I - VISITOR APPLICANT INFORMATION

1. Name (last, first, middle initial):			2. Grade/Rank/Status:		
3. DOB:	4. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	5. Race:	6. Social Security Number:		
7a. Driver's License or State ID #:			7b. Issuing State or Territory:		
7c. United States or United States Territories Passport Number (if a state driver's license or ID is not available):					
8a. Residential Address:					
8b. Personal Home Phone:		8c. Personal Cell Phone:		8d. Personal Email:	
9. Relationship to Sponsor (if you do not have a sponsor, write N/A):					
10. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are a U.S. Citizen, please skip questions (a) through (e).					
11a.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a Visa, Foreign Passport or Official Military Orders allowing travel, work, or residency in the United States? Please indicate what documentation you have and the corresponding alphanumeric number:			
11b.	<input type="checkbox"/> Work Authorization Card (AKA Employment Authorization Card) – Form I-766 <input type="checkbox"/> Permanent Resident Card (AKA Green Card) – Form I-551  List the alphanumeric identifier for your work authorization document:				
11c.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a Foreign National Number (FNN)? If yes, list your FNN:			
11d.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have an Alien Registration Number (ARN)? If yes, list your ARN:			
11e.	If you are a non-U.S. citizen, you must provide all relevant documentation for verification. The Visitor Control Center (VCC) is required to make and retain photocopies of all documentation which allows you to work, reside or visit the United States for the purpose of installation access.				

**SECTION III - AUTHORIZATION FOR CRIMINAL RECORDS RELEASE:**

The data retrieved for installation access vetting is "FOR OFFICIAL USE ONLY" and will be maintained and used in strict confidence in accordance with Federal, state, local laws and regulations. Personnel record screening, utilizing the National Crime Information Center and Interstate Identification Index (NCIC-III), the Virginia Criminal Information Network (VCIN), the Washington Area Law Enforcement System (WALES), the Terrorist Screening Data Base (TSDB), Centralized Police Operations Suite (COPS), Army Law Enforcement Reporting and Tracking System (ALERTS) and Installation Debarment Lists, is a voluntary process. Applicants requesting JBM-HH access are not required to submit to personnel record screening; however person(s) who elect not to authorize the personnel record screening and vetting process will not be granted access to JBM-HH whether escorted or unescorted.

By signing below the applicant asserts the following:

-I certify that, to the best of my knowledge and belief, all of the information on and attached to this Request for Joint Base Myer-Henderson Hall Installation Access Control Pass request, including any attached application materials, is true, correct, complete, and made in good faith.

-I understand that a false or fraudulent answer to any question or item on any part of this application or its attachments may be grounds for the denial of installation access.

-I understand that any information I give may be verified and/or examined for the purpose of determining eligibility for JBM-HH installation access and/or the execution of Federal, state, local laws and regulations.

-I consent to the release of information about my criminal history from law enforcement or criminal justice agencies, law enforcement state or Federal data bases, criminal history record information, Federal installations or properties and other authorized employees or representatives of the Federal Government.

**-I understand that my consent is voluntary and I may refuse to give my consent.**

-I understand I have the right to refuse authorized representatives of JBM-HH to obtain my criminal history.

-I understand that derogatory results of any such inquiries may result in the denial of installation access and/or the execution of any outstanding legal service or warrant from information obtained through authoritative law enforcement data bases.

-I understand that information released by records custodians and sources of information is for the official use by the Federal Government only for the purposes provided in this form, and may be redisclosed by the Government only as authorized by law. Copies of this authorization that show my signature are as valid as the original release signed by me.

-I assert I understand all of the information stated herein and have requested clarification or explanation of any terms, concepts or procedures which were unclear to me.

**-I hereby consent** to have my name and provided identifying information vetted utilizing any or all of the following systems: NCIC-III, VCIN, WALES, the TSDB, ALERTS and COPS.

**12a. Applicant's Printed Name**  
(last, first, middle initial):

**12b. Applicant's Signature:**

**12c. Date (month, day, year):**

### SECTION IV – ADDITIONAL CONTRACTOR INFORMATION

**13. Applicant Category:** *Please place a check beside the description which best describes your contractor category.*

- |  |  |
|--|--|
| <input type="checkbox"/> Foreign National<br><input type="checkbox"/> Non-DoD Affiliated Visitor<br><input type="checkbox"/> Family Care Provider<br><input type="checkbox"/> Employee of JBM-HH Resident<br><input type="checkbox"/> Tow Truck Driver<br><input type="checkbox"/> Gold Star Family Member<br><input type="checkbox"/> Volunteer<br><input type="checkbox"/> Foreign Military Member<br>on Official Orders | <input type="checkbox"/> Commercial Delivery<br><input type="checkbox"/> Taxi/Limo/Uber Driver<br><input type="checkbox"/> Event Attendee<br><input type="checkbox"/> Moving Company<br><input type="checkbox"/> DRMWR Member<br><input type="checkbox"/> Guest of JBM-HH Resident |
|--|--|

☐ Other: \_\_\_\_\_

**14. Requested Duration Of Access (*not to exceed one year*)** (*Requested Date(s)/Time(s) of Visit*):

**15. Justification for Pass:**

### SECTION V – SPONSOR INFORMATION

**16. Name** (*last, first, middle initial*):

**17. Grade/Rank/Status:**

**18. DOB:**

**19. Gender:**

- ☐ Male  
☐ Female

**20a. Driver's License or State ID #:**

**20b. Issuing State:**

**20c. United States of United States Territories Passport Number** (*if a state driver's license or ID is not available*):

**21. Organization/Unit** (*for Active Duty or Civilian DoD Employees Only*):

**22a. Work Phone:**

**22b. Government Email:**

### SECTION VI - SPONSOR'S CERTIFICATION

I certify that the applicant meets the justification requirements as indicated in JBM-HH Regulation 190-16, Access Control Policy, for access privileges. Furthermore, I certify that the applicant requires a Visitor Pass as indicated above in order to perform assigned duties, conduct official business or has a valid purpose for JBM-HH access.

**23a. Sponsor's Printed Name/Rank/Telephone Number** (*invalid if incomplete*):

**23b. Sponsor's Signature** (*invalid if incomplete*):

**SECTIONS BELOW ARE FOR USE BY THE INSTALLATION ACCESS CONTROL OFFICE ONLY**

**SECTION VII – BACKGROUND CHECK VERIFICATION**

**24. Background Check Verification:**

**24a. NCIC-III Check:** ☐ NCIC-III ☐ VCIN ☐ WALES

**Result:** ☐ Derogatory Information Found ☐ No Derogatory Information Found ☐ No Record Match

**24b. TSDB Check:** ☐ No Derogatory Information Found ☐ Derogatory Information Found ☐ N/A

**24c. COPS Check:** ☐ No Derogatory Information Found ☐ Derogatory Information Found ☐ N/A

**24d. ALERTS Check:** ☐ No Derogatory Information Found ☐ Derogatory Information Found ☐ N/A

**25. Checks conducted by:**

**25a. Printed Name** (*last, first, middle initial*):

**25b. Signature:**

**25c. Date**  
(*month, day, year*):

**SECTION VIII – WAIVER PACKET**

**26. Does a waiver packet need to be provided to the applicant?** ☐ Yes ☐ No

**26a. If yes, was a waiver packet provided to the applicant?** ☐ Yes ☐ No

**26b. How was the waiver packet delivered to the applicant?**

☐ In person

☐ Via email to the sponsor

☐ Other: \_\_\_\_\_

☐ NA

**26c. If a waiver packet was not provided to the applicant or sponsor, please explain why:**

**27. Official Conducting Section VIII:**

**27a. Printed Name** (*last, first, middle initial*):

**27b. Signature:**

**27c. Date**  
(*month, day, year*):

## SECTION IX – PASS INFORMATION

**28. Type Of Pass Issued:**

- ☐ 24 Hour Visitor Pass  
☐ 30 Day Visitor Pass  
☐ 6 Month Visitor Card  
☐ 1 Year Visitor Card  
☐ Other – Please explain type of pass issued and length: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

29. Pass Issuance/Validity Date Range:

30. Issuing Official Action: ☐ Approved ☐ Disapproved

31. Issuing Official: \_\_\_\_\_

**31a. Printed Name** (*last, first, middle initial*):

**31b. Signature:**

**31c. Date** (*month, day, year*):

## SECTION X – ADDITIONAL INFORMATION

**32. Additional Notes (If Required):**

[illegible]

**33. Disposition:** This information will be retained and kept on file for two years.

**34. Applicants may receive a copy of this form for personal records retention up to Section VII or the entire form when Section VII and below have not been completed.**

## Appendix D. JBM-HH Installation Access Card/Pass Acknowledgment Statement

### JOINT BASE-MYER HENDERSON HALL INSTALLATION ACCESS CARD/PASS ACKNOWLEDGEMENT STATEMENT

*For use of this form, see JBM-HH Reg 190-16; Proponent is Director of Emergency Services*

1. I understand that I must give Joint Base Myer-Henderson Hall Visitor Control Centers and/or their representatives' **consent to an initial criminal history and periodic background screenings** prior to and after the issuance of an installation access card/pass. Failure to do so will result in the termination of the application process. I further understand that these background screenings will determine my eligibility for access and continued access during the term of my visit.
2. I understand that my **access may be revoked** at any time without reason or notice.
3. I understand that card/passes are **property of Joint Base Myer Henderson Hall** and must be surrendered if requested by my sponsor, security forces, the installation commander or their representative(s).
4. I understand that I must **properly care for my card/pass** to prevent damage, or unnecessary wear.
5. I understand that it is **prohibited to allow someone to tailgate** (following someone else in/out of a gate without using a card/pass), or allow someone else to use my card/pass.
6. I understand that my card/pass **must be turned in** to the Installation Visitor Control Center once it has expired or further use is not required.
7. I understand that I **must immediately report any lost, damaged or stolen card/pass** to my sponsor and the JBM-HH police.
8. I understand that my **card/pass must be controlled at all times**. If you have and or know where your card/pass is, then it is considered secured. If your card/pass is lost or unrecoverable, please notify your sponsor and the JBM-HH police immediately.
9. I have read and understand the instructions listed above.

Applicant's Printed Name

Signature

Date

## Appendix E. JBM-HH Installation Trusted Traveler Acknowledgement Statement

### JOINT BASE-MYER HENDERSON HALL INSTALLATION TRUSTED TRAVELER ACKNOWLEDGEMENT STATEMENT

*For use of this form, see JBM-HH Reg 190-16; Proponent is Director of Emergency Services*

1. I understand my TTP credential token may be revoked at any time without reason or notice.
2. I understand the Trusted Traveler Program is a voluntary program authorized at the discretion of the Joint Base Myer Henderson Hall commander or their representative(s), and **may be suspended at any time**. The Trusted Traveler Program will automatically be suspended at Force Protection Conditions Charlie and/or Delta.
3. I understand a Trusted Traveler token or credential authorized at Joint Base Myer-Henderson Hall is **non-transferable** to any other persons, installation or Federal facility.
4. I understand that I may only vouch for personnel **within my immediate vehicle** and for as many person(s) as I can **positively control, and monitor**. I further understand I am **not authorized to vouch for Foreign National personnel**.
5. I understand I **am responsible and vouching for any person(s) I am bring onto Joint Base Myer-Henderson Hall**. Any illegal activities which occur as a result of personnel I vouch for **may result in either Military or Civilian penalties** as allowed by law and/or local policy. I understand I must adhere, and ensure my guests adhere, to all Federal, state, regulations and local policies while on Joint Base Myer-Henderson Hall. It is my responsibility to immediately notify the JBM-HH Police if any laws, policies or regulations are broken or if I cannot locate my guest.
6. I understand **my Trusted Traveler status may be revoked** if I do not adhere to the rules set forth herein.
7. I understand **all person(s) within my vehicle may be required to show authorized and valid identification**, as outlined in JBM-HH Regulation 190-16, before access to the installation is granted.
8. I understand I **must utilize an Automated Installation Entry (AIE) equipped gate** in order to use the Trusted Traveler token IAW the Trusted Traveler Program.
9. I understand all vehicles and persons entering Joint Base Myer-Henderson Hall are subject to Random Antiterrorism Measures (RAM), inspection, personnel vetting, Force Protection Conditions (FPCON) and any other security measures as directed by the Senior Mission Commander and/or their representatives despite my Trusted Traveler status.
10. I have read and understand the instructions listed above. I agree to adhere to all the rules and directions set forth within this document. I give my consent to have my criminal history check conducted as outlined in section one.

Applicant's Printed Name	Signature	Date:

## Appendix F. JBM-HH Access Control Waiver Application

<b>JOINT BASE MYER-HENDERSON HALL ACCESS CONTROL WAIVER APPLICATION</b>		
<i>For use of this form, see JBM-HH Reg 190-16; Proponent is Director of Emergency Services</i>		
<b>WARNING: ANY MISREPRESENTATION OR OMISSION OF INFORMATION MAY RESULT IN DENIAL OF THE REQUEST</b>		
<p><b>PRIVACY ACT ADVISEMENT:</b> The information requested is for the purpose of granting access to the Joint Base Myer-Henderson Hall (JBM-HH) Installation. Providing requested information, to include your social security number (SSN), is voluntary. However, your access may not be granted if all requested information is not provided. <b>AUTHORITIES:</b> Executive Orders (EO) 10450, 10865, and 12333. The SSN, required for record accuracy, is requested pursuant to 10 U.S.C. 3013, Secretary of the Army; AR 190-13, The Army Physical Security Program; EO 9397 (SSN).</p> <p><b>PRINCIPAL PURPOSE(S):</b> The information collected on this form is used to screen and identify access applicants to JBM-HH who may have criminal histories or involvements which preclude installation access. Completed forms are used to conduct background records checks for determinations of the eligibility of applicants for access to JBM-HH. Completed forms are covered by official SORNs.</p> <p><b>DISCLOSURE:</b> Voluntary. However, failure of the applicant to complete any of the applicant required sections may result in refusal of access to JBM-HH. An applicant's SSN is used to conduct law enforcement record checks and Government data base queries. All information is "For Official Use Only" and will only be released to the JBM-HH Police Department or other authorized agency personnel for the purposes of determining access eligibility and/or enforcing Federal, state, local law or regulations. Information retrieved from law enforcement record checks and Government data base queries will not be disclosed to the applicant IAW National Crime Information Center and Interstate Identification Index laws, user agreements, Army Directive 2014-05 and official guidance.</p>		
1. Name (First/Middle/Last/Suffix):		
2. Current Address (Number and Street, City, State, and ZIP Code):		
3. Email Address:		
Do you want your decision *emailed back to you rather than mailed to you?		
<p><b>*Please note:</b> JBM-HH is committed to protecting all Personally Identifiable Information (PII). JBM-HH recommends the use of postal delivery to ensure dissemination to authorized persons, the protection of PII and verification of the intended receiver via certified United States Postal Service signature receipt. Should you prefer to receive determination decisions by electronic communication, JBM-HH cannot authenticate a recipient's identity thereby ensuring confidentiality. Additionally, JBM-HH cannot verify receipt of the determination. If the e-mail option is selected as the delivery method, the applicant accepts any and all risks of system(s) or server(s) failures etc., which may impede delivery beyond the control of JBM-HH or access to the determination by other parties with legal or illegal access to the intended recipient's e-mail account. The applicant further certifies, if selecting e-mail notice, proper notification has been made once JBM-HH transmits the determination via electronic delivery. JBM-HH will retain a copy of the sent e-mail, time and date stamped, as verification. E-mail notification is a risk the applicant undertakes with the knowledge that the above items cannot be assured by JBM-HH or refuted by the applicant at a future date.</p>		
4. Phone Numbers:		
4a. Home:	4b. Work:	4c. Cell:
5. Reason for Requesting Access to JBM-HH:		
6. If installation access is for employment, what job was JBM-HH offered you?		
7. Does your job require you to have a security clearance of any type? If so, please state which type of clearance is required.		



8. List your entire criminal history (except minor traffic infractions) as follows:			
8a. Crime for which you were arrested	8b. Crime for which you were convicted (or indicate if dismissed or null pros)	8c. Name and Address of court of agency	8d. Disposition (include sentence and conviction date)

9. Attach a copy of your Identity History Summary Check and/or Criminal History Record, all required documents listed in the instructions, any court documents, CERTIFIED by the Clerk of the Court from all of your conviction(s), arrests or charges. Copies will only be accepted if certified as copies of originals by a NOTARY PUBLIC.

10. In your own words, explain the facts of each arrest and conviction, and why you should be able to come on post. The following areas must be addressed for each incident: the nature and seriousness of the conduct, the specific circumstances surrounding the conduct, the length of time elapsed since the conduct, the age of the individual at the time of the incident/conduct and any proof of efforts towards rehabilitation. Attach additional sheets if necessary.

11. Explain any special or specific circumstances that require access to JBM-HH. Attach additional sheets if necessary.

12. Have you been denied access by any other federal organization? (*please check*) ☐ Yes ☐ No  
If yes, indicate the reason for the denial.

13. List all references that you would like the PRB to consider on your behalf. Include name, address, telephone number, and relationship. By listing references and signing this waiver request, you authorize JBM-HH PRB to contact the below listed references for character questions.

14. Attach any additional sheets, numbered to the related section, if necessary.

15. Verification

State of \_\_\_\_\_; County of \_\_\_\_\_

Under the penalty of perjury, the undersigned has examined this request for review and to the best of my knowledge and belief, it is true, complete, and correct.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your Printed Name

\_\_\_\_\_  
Date (*Month, Day, Year*)

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_ and acknowledged the execution of the foregoing instrument as his/her voluntary act and deed.

WITNESS, my hand and Notarial Seal, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public, Written Signature

# INSTRUCTIONS FOR COMPLETING JOINT BASE MYER-HENDERSON HALL ACCESS CONTROL DENIAL WAIVER APPLICATION

## 1. APPLICANT REQUIREMENTS

If you have been denied an unescorted visitor pass by the Visitor Control Center (VCC) or Access Control Point (ACP) based on the regulatory required National Crime Information Center - Interstate Identification Index (NCIC-III) check to determine positive identity and installation access vetting; you may request an access denial waiver by completing the below instructions. Waiver requests are subject to review and a decision will be rendered by the Joint Base Myer-Henderson Hall (JBM-HH) Access Control Personnel Review Board (PRB) Chairperson.

## 2. APPLICANT INSTRUCTIONS

a. Please read and review the instructions and attached request form completely.

b. Fill out the attached waiver request application in its entirety - including all required documentation and notarized signatures. Any questions on the waiver application process should be directed to: [usarmy.jbmhh.asa.mbx.des-access-g-a@mail.mil](mailto:usarmy.jbmhh.asa.mbx.des-access-g-a@mail.mil) Do not send Personally Identifiable Information (PII) such as Social Security Numbers (SSN), Date of Births (DOB) or other specialized information to this e-mail address. It currently does not have the capability to send or receive encrypted e-mails. E-mail which contain PII will be immediately deleted. Waiver applications will not be accepted at this e-mail address. It is for general inquiries and information only.

c. **Obtain original or notarized** documentation of your complete Criminal History via the Identity History Summary Check, **including all arrests and convictions in any state or territory** where an arrest or conviction has occurred. This may be accomplished by using the FBI Criminal Justice Information Services (CJIS). The following web address provides information and instructions on how to request an Identity History Summary Check <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks>. An Identity History Summary Check request will provide a complete listing of all arrests and convictions within the United States of America, U.S. territories and certain military offenses. The purpose of the check is for personal review of your criminal history, and **should not** be processed as a request check for the purposes of employment. Paperwork must include all information/pages returned from the state, territory or FBI CJIS Identity History Summary Check. Photocopies of original documents which have not been notarized, select or missing pages, partial submissions or information which is not legible will not be processed, and will be returned to the sender for correction.

d. Any additional documentation by a court, jurisdiction, lawyer/legal representative or other agency (to include bills/receipts for fines in conjunction with a charge, conviction etc.,) may be submitted with your waiver packet, but they do not replace the **requirement for certified original or notarized documentation** of your complete Identity History Summary Check or complete Criminal History Record.

e. You must list all **convictions, arrests and charges**. You must provide an explanation about why the convictions, arrests and charges should not preclude you from accessing JBM-HH in the waiver application request.

f. You must include notarized documentation (in addition to the Identity History Summary Check and/or complete Criminal History Record) on any conviction(s)/arrest(s)/charge(s) where the listed status and/or severity is unknown or on convictions/arrests/charges where information of the status of the charge(s) are not listed. The documentation must show the status of the conviction(s), arrest(s) or charge(s) and any dismissal proof, rectification of fines, time served, probation completion or other disposition paperwork that is relevant. You may also include any additional documentation you wish to have reviewed and considered by the Personnel Review Board (PRB) for installation access; such as letters of character, proof of rehabilitation or other documents of import. Complete, and have **notarized**, the attached JBM-HH Access Control Denial Waiver Application in its entirety, and submit your application packet to your government sponsor with all the required documentation. Any documentation with white out will not be accepted. Mistakes should be corrected by a single line through the error with initials and a date next to the initials.

g. The applicant must provide the completed waiver application packet and all required and relevant documents to their authorized government sponsor for continued processing.

h. If you do not have a sponsor, you may still process your completed waiver application packet with all required and relevant documents (application, Identity History Summary Check and/or complete Criminal History and justification letter with matters for consideration). You may mail or cause to be delivered the completed waiver application and supporting documentation directly to Joint Base Myer-Henderson Hall, Attention: Access Control Waiver PRB, 108 Sheridan Avenue, Bldg #415, Fort Myer, VA 22211. Applicants that elect this process are advised that the absence of a sponsor endorsement will weigh heavily in determining whether a waiver will be granted.

### 3. SPONSOR REQUIREMENTS

a. The government sponsor will review the applicant's packet for completeness prior to rendering a letter of recommendation.

b. The sponsor will offer their opinion and/or endorsement of the requested waiver in a letter to the deciding official. The letter must include, at a minimum, the authorized sponsor's: full name, rank/status, unit/organization (where applicable), unit/organization official United States Postal Office mailing address (where applicable), official United States Postal Office mailing address for the on-post/off-post residence (where applicable), e-mail address (as applicable), location of visitation, or employment site, telephone number and dates of work/visitation.

(1) If sponsoring a contractor request, **the letter must, at a minimum, indicate whether the authorized sponsor will continue to employ the applicant upon the issuance of an approved access waiver in addition to the requirements listed in section 3.b., Sponsor Requirements.** The authorized government sponsor's letter for the applicant should address the respective offenses and indicate why those offenses should not preclude the applicant from JBM-HH access. The government sponsor should address any special considerations, rehabilitation efforts, other substantiating information or mitigating factors the sponsor wishes the PRB to consider during the waiver review process.

(2) In cases where the applicant is not employed, or requesting employment, on JBM-HH (example: visiting a government sponsor on post, performing volunteer functions, attending an event on JBM-HH or other need for JBM-HH access) the letter must, at a minimum, indicate whether the sponsor will continue to sponsor the applicant for the purposes of accessing JBM-HH upon the issuance of an approved access waiver in addition to the requirements listed in section 3.b., Sponsor Requirements.

c. The government sponsor, after ensuring the waiver packet is complete and contains all required documentation including the sponsor's letter of recommendation/ endorsement may cause to be delivered to the VCC or mail\* the application to:

Directorate of Emergency Services  
ATTN: Waiver Application PRB  
Joint Base Myer-Henderson Hall  
108 Sheridan Avenue, Bldg #415  
Fort Myer, VA 22211-1199

(\*Notice: The VCC is not accountable for packets not received via the United States Postal Service (USPS) certified mail services)

#### **4. WAIVER DETERMINATION AND NOTIFICATION**

a. Any waivers which are incomplete in any manner will be returned via United States Postal Service certified mail. The return of the waiver application does not constitute an approval or denial action on the request. The packet will be returned to enable the appropriate corrections to be made in order for the waiver application to proceed to the PRB for a waiver determination decision upon receipt of the returned/corrected request.

b. Upon satisfaction of these steps, a PRB representative will review the application packet for completeness.

(1) Any waiver packets which are incomplete or do not include the required documentation will be returned to the sender via USPS certified mail. Personnel who wish to continue the waiver request will resubmit the corrected/completed waiver packet in accordance with the waiver packet submission directions.

(2) Waiver packets received, which are complete, will be forwarded to the PRB committee for review and recommendation.

c. PRB reviewed waiver packets will be forwarded to the deciding official for final adjudication action.

d. The sponsor and/or applicant will be mailed, via USPS, a certified copy of the Chairperson's decision unless the requestor elected e-mail as the desired notification method on the waiver request application. It is the applicant and sponsors responsibility to provide the PRB Chairperson with their current mailing address and e-mail address in the application and sponsor endorsement letter. Persons requesting e-mail notification should be thoroughly familiar with the stipulations associated with electronic delivery as stated in section #3 on the Access Control Waiver Application form. If a certified mail decision is returned undeliverable due to an incorrect address/multiple unsuccessful delivery attempts or refusal of signature - no further notice will be sent. Electronic notifications, when requested in lieu of certified mail, will be sent and treated as notification to the correct individual.

e. Should a request be denied, an appeal must state new grounds (example: previously unavailable information/documentation, expunged records etc.,) or one (1) year must have elapsed from the date of adjudication before an appeal or reconsideration may be requested

f. Applicants and their sponsor who receive an approved access waiver will be notified on how to obtain JBM-HH access and any specific requirements, if warranted, associated with waiver approval.

g. Any questions on the waiver/waiver application process should be directed to:  
[usarmy.jbmhh.asa.mbx.des-access-q-a@mail.mil](mailto:usarmy.jbmhh.asa.mbx.des-access-q-a@mail.mil)

## Appendix G. Installation Support Request Form

### Joint Base Myer-Henderson Hall Installation Support Request Form

*For use of this form, see JBM-HH PL-2; proponent is DPTMS*

**PRIVACY ACT ADVISEMENT:** The information is for the purpose of requesting installation support. Providing information is voluntary. However, your request may not be granted if all requested information is not provided.

**PRINCIPAL PURPOSE(S):** The information collected on this form is used to ascertain support requested and convey approval/disapproval to requester.

**DISCLOSURE:** Voluntary. However, failure of the applicant to complete any of the applicant required sections may result in disapproval of request or failure to communicate the action's status.

For questions, call (703) 696-3290/3291. Once filled out, email to [usarmy.jbmhh.asa.mbx.dptms-ioc@mail.mil](mailto:usarmy.jbmhh.asa.mbx.dptms-ioc@mail.mil) (in Global, use USARMY JBM-HH ASA Mailbox DPTMS IOC).

#### SECTION I – CONTACT INFORMATION

1. Organization:

2. Military Sponsorship:

3. Point of Contact:

4. Email:

5. Telephone Number:

6. Date Received/Submitted:

#### SECTION II – EVENT DESCRIPTION

7. Who is Putting on the Event:

8. What is the Event:

9. Date/Time of Event (include time for setup/teardown):

10. Location of Event:

11. Reason for the Event:

12. Number of Expected Guests:

13. Number of VIPs and Names (attach additional sheets, if needed):

#### SECTION III – SUPPORT REQUIRED

14. Summary of Support Required for the Event (attach additional sheets, if needed):

#### DPTMS USE ONLY

Date Request Received:

Is this a reimbursable event:

Date Support Confirmed:

Date Confirmation Sent to POC:

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**For use of this form, see JBM-HH Reg 190-16; proponent is Director of Emergency Services**

DATA REQUIRED BY PRIVACY ACT
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**AUTHORITY: Title 10, USC, Section 2012(g). System Notice: A0509.02aDAPE**

**PRINCIPAL PURPOSE:** Used to provide a record of personnel and/or vehicles entering/departing the installation/unit/activity.

**ROUTINE USES:** Form is maintained on file at the appropriate installation/activity/unit and is used to provide identification information related to personnel and/or vehicles entering and departing the installation/activity/unit. Access to this file is restricted to authorized personnel and will be released to such personnel upon request.

**DISCLOSURE:** Disclosure of information is voluntary. Refusal to disclose information could result in denial of access to the installation/activity/unit.

[illegible]



## Appendix I. JBM-HH Fitness Determination Evaluation Guide

Administrative / Legal Actions			
Inability to verify claimed identity and/or submitted fraudulent identity information	DENY		
Currently barred from any Federal Installation or facility	DENY		
Active wants or warrants	DENY (See para 6-2. j)		
Any charge with an unknown disposition which would otherwise result in a denial determination if the disposition was conviction.	DENY		
Knowingly/willfully engaged in acts or activities to overthrow the U.S. Government by force in any jurisdiction or any country; or conspiracy or attempt to commit offense.	DENY		
Known/suspected terrorist or belongs to known/suspected terrorist organization	DENY		
Registered Sex Offender	DENY		
CRIMINAL HISTORY - CONVICTIONS	< 5 Yrs	< 10 Yrs	> 10 Yrs
Felony conviction for child abuse involving serious bodily injury to a child or minor	DENY	DENY	ALLOW
Felony conviction for armed robbery or conspiracy or attempt to commit offense.	DENY	DENY	ALLOW
Felony conviction for kidnapping or hostage taking	DENY	DENY	ALLOW
Felony conviction involving distribution, sale, use, possession, or manufacture of an explosive, explosive device, or firearm; or conspiracy or attempt to commit offense.	DENY	DENY	ALLOW
Felony conviction for mayhem, maiming, manslaughter, or negligent homicide	DENY	DENY	ALLOW
Felony conviction for any type of extortion, bribery, or fraud.	DENY	DENY	ALLOW
Felony conviction for importation or manufacture of a controlled substance	DENY	DENY	ALLOW
Felony conviction for any type of burglary or robbery	DENY	DENY	ALLOW
Felony conviction for any type of possession or distribution of stolen property	DENY	DENY	ALLOW
Felony conviction for any type of willful destruction of property	DENY	DENY	ALLOW
Felony conviction for any type of threat or disruption to the public (terroristic threat, inciting a riot, etc.)	DENY	DENY	ALLOW
Felony conviction for any type of arson (degree charge based)	DENY	DENY	ALLOW
Felony conviction for any type of assault (degree charge based)	DENY	DENY	ALLOW
Felony conviction not listed above	DENY	DENY	ALLOW
Conviction for murder or conspiracy or attempt to commit offense	DENY	DENY	DENY
Kidnapping, hostage taking, human trafficking, or human smuggling; or conspiracy or attempt to commit offense.	DENY	DENY	DENY
Rape, forcible sodomy, or sexual assault; or conspiracy or attempt to commit offense.	DENY	DENY	DENY
Any sexual offense involving a minor or child, including child molestation or child pornography; or conspiracy or attempt to commit offense.	DENY	DENY	DENY
Distribution of, or possession with intent to distribute a controlled substance; or conspiracy or attempt to commit offense.	DENY	DENY	DENY
Conviction for espionage, sabotage, treason, or terrorism (Not Terrorist Threats); or conspiracy or attempt to commit offense.	DENY	DENY	DENY
Three (3) or more convictions for operation of a motor vehicle while intoxicated by alcohol or drugs in any jurisdiction in the last 5 years	DENY	ALLOW	ALLOW
Six (6) or more convictions of misdemeanor criminal offenses within the last 5 years; excluding moving violations	DENY	ALLOW	ALLOW
LEGEND			
No discretion on waiver packet issuance; visitors denied access will be issued an access denial waiver packet. Visitor may be escorted IAW paragraph 3-4.	DENY		